ENCOMPASS | **Workshop: Accounts Receivable**

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Exercise 1:
Accounts Receivable – Unit Activity Inquiry

Start Exercise

Step 1.

Navigate to the following menu path:

Accounts Receivable >> Receivables Analysis >> Review Receivables

Information >> Unit Activities

Expected Results: **Unit Activity** page displays.

Unit Activity

*Unit:	00050 🔍	Activity Type:	Entry Type ▾	Search
From Date:	12/28/2007	To Date:	12/28/2007	

Entry Type   Base Amount

ARSC01

Step 2.

Enter the following information:

Unit:	**00495**
Activity Type:	**Entry Type**
From Date:	**07/01/07**
To Date:	**10/31/07**

Expected Results: **Unit Activity** page displays.

Unit Activity

*Unit:	00495 🔍	Activity Type:	Entry Type ▾	Search
From Date:	07/01/2007	To Date:	10/31/2007	

ARSC02

Step 3.

Click **Search**

Expected Results: **Unit Activity** page displays.

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ARSC03

Exercise complete.

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Exercise 2: Unit Cash

Unit Cash Inquiry Detailed Information

Unit: **00495**
From Date: **07/01/07**
To Date: **12/28/07**

Additional Instructions:

Click [Search] to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.

Unit Cash

| *Unit: | 00495 🔍 | Search |

| From Date: | 07/01/2007 | To Date: | 12/28/2007 |

Cash Snapshot

Cash Applied to This Unit:	-1,993,705.150
Cash Directly Journaled:	-5,448,587.370
Cash Applied to Other Units:	0.000
Total Cash Received:	-7,442,292.520
Cash Applied from Other Units:	0.000
Total Cash Applied:	-1,993,705.150

ARSC04

Exercise 3: Deposit Accounting Entries

Budgets Overview Detailed Information

Deposit Unit: **00495**
Posting Status: **Not Posted**

Additional Instructions:

Click [Search] to find results.

Click on Deposit ID of 1010.

Click [Accounting Entries] .

Results

If your screens don't reflect the ones below, please notify the instructor.

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Payment Control	Accounting Entries		
Deposit Unit: 00495	**Deposit ID:** 1010		**Payment ID:** 027356

Acctg Date:	02/08/2002	**Approved By:** JSTOIBER	
Group Type:	P	PAYMENTS	**Control Currency:** USD
Origin ID:	PS_AR	PS_AR	**Format Currency:** USD

Totals

				Control Data	
Control:	-100.000	*Count:	1	Received:	02/04/2002
Entered:	-100.000	Count:	1	Entered:	02/07/2002
Difference:	0.000	Count:	0	Posted Date:	
Posted:	0.000	Count:	0	Assign:	CBUNCH
				User:	CBUNCH

Group Status

Edit Status:	Edited	Accounting Entries:	Not Balanced
Balanced:	Yes	Posting Action:	Batch Standard
Posting Status:	Not Posted		

ARSC05

Payment Control	Accounting Entries		
Deposit Unit: 00495	**Deposit ID:** 1010		**Payment ID:** 027356

Accounting Entries   Find | View All   First ◄ 1 of 1 ► Last

Item ID:	000018693		Line:	Entry Type: PY	Reason:
Bus. Unit:	00495	Customer:	CST100000438	SubCust1:	SubCust2:
Amount:	-100.000	Currency:	USD		

Incomplete

ARSC06

Exercise 4:
Accounts Receivable – ROC Report

Start Exercise

Step 1.

Navigate to the following menu path:

Accounts Receivable >> Payments >> Reports >> ROC Report >> Add a
New Value

Expected Results: Add a New Value page displays.

ROC Deposit Ticket

Enter any information you have and click Search. Leave fields blank for

| Find an Existing Value | Add a New Value |

Search by: Run Control ID begins with [   ]

☐ **Case Sensitive**

[Search]   Advanced Search

ARSC07

Step 2.

Enter the following information:

Inquiry Name: **"Your initials"_ROC_REPORT (e.g. LMS_ROC_
REPORT)**

Click [Add] .

Expected Results: Report Request parameters page displays.

Run Control ID: LMS_ROC_REPORT   Report Manager   Process Monitor   Run

Report Request Parameters

Deposit Unit   [   ] 🔍

***Deposit ID**   [   ] 🔍

ARSC08

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Step 3.

Enter or Select the following information:

Deposit Unit: **00050**
Deposit ID: **15088**

Expected Results: Correct data entry.

ARSC09

Step 4.

Click   [Run] .

Expected Results: **Process Scheduler Request** page displays.

ARSC10

Step 5.

Click   OK   .

Expected Results: ROC Report page displays.

Step 6.

Click Process Monitor to see process running.

Expected Results: Process Monitor page displays.

Process List	Server List

View Process Request For

User ID: ARCLASS25 🔍	Type: ▼	Last: 1 Days ▼	Refresh
Server: ▼	Name: 🔍	Instance: to	
Run Status: ▼	Distribution Status ▼	☑ Save On Refresh	

Process List   Customize | Find | View All | ▦   First ◄ 1 of 1 ► Last

ARSC11

Step 7.

When **Run Status** is **Success** and **Distribution Status** is **Posted**, report can be viewed.

Click Details .

Expected Results: Process Detail page displays.

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Process Detail

Process

Instance:	3348013	Type:	Crystal
Name:	SOIAR018	Description:	Report of Collections
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: LMS_ROC_REPORT

Location: Server

Server: PSNT

Recurrence:

Update Process

- ⚪ Hold Request
- ⚪ Queue Request
- ⚪ Cancel Request
- ⦿ Delete Request
- ⚪ Restart Request

Date/Time

Request Created On:	12/28/2007 2:35:13PM IND
Run Anytime After:	12/28/2007 2:34:27PM IND
Began Process At:	12/28/2007 2:36:09PM IND
Ended Process At:	12/28/2007 2:36:21PM IND

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

OK   Cancel

ARSC12

Step 8.

Click View Log/Trace .

Expected Results: View Log/Trace page displays.

View Log/Trace

Report

Report ID:	1762085	Process Instance:	3348013	Message Log
Name:	SOIAR018	Process Type:	Crystal	
Run Status:	Success			

Report of Collections

Distribution Details

| Distribution Node: | HTTP | Expiration Date: | 01/04/2008 |

File List

Name	File Size (bytes)	Datetime Created
CRW_SOIAR018_3348013.log	0	12/28/2007 2:36:21.570000PM IND
SOIAR018_3348013.PDF	53,626	12/28/2007 2:36:21.570000PM IND
pssqltrace.trc	506	12/28/2007 2:36:21.570000PM IND

Distribute To

Distribution ID Type	*Distribution ID
User	ARCLASS25

ARSC13

Step 9.

Find the .PDF file. (e.g. SOIAR018_3348013.PDF).

Click on the link and the report will open.

Expected Results: ROC Report displays.

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Report of Collections/Receipts
(Due Treasurer of State)
State Form ?????(R/1-08)
Approved by State Board of Accounts, 2008

FOR TREASURER USE ONLY

Business Unit:	00495
Deposit ID:	15088

Business Name:	IN Dept of Environmental Mgmt
Bank ID:	AOS
Bank Account #:	AOS

Sequence	Payment ID	Amount	Pay Method	Enter Date	Description
1	1	186.00	CSH	11/9/2007	Fishing License Revenue
	Total:	186.00			

I certify that this report is true and correct to the best of my knowledge and belief.

Prepared By:	Date:

Cash	$186.00
Checks	
Deposits in Bank	
Wire Transfers	
ACH	
EFT	
Lock Box	
Grand Total:	$186.00

ARSC14

Exercise complete.

Exercise 5: Aging Detail by Unit

Add a New Value

Run Control ID: **"Your initials"_AGING_DETAIL_BY_UNIT**

Budget Status Detailed Information

As of Date: **"Today's date"**
Unit: **00050**
SetID: **STIND**
Aging ID: **STD**
Customer ID: **CST100000020 (6 zeros)**

Additional Instructions:

Click   Run   to run report.

Results

If your screen doesn't reflect the one below, please notify the instructor.

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```
Report ID:  AR30003                                        AGING DETAIL BY BUSINESS UNIT                                        Page No.  1
Aging Id:   STIND/STD                                      as of 2008-01-04 00:00:00.000                                       Run Date 01/04/2008
Currency    Base Currency                                                                                                      Run Time 14:52:01
Rate Type:

Item        Line As Of      Ent Typ/Rsn Terms Document   Cur Amount           FUTURE         CURRENT         31-60                               Other

----------- ---- ---------- ----------- ----- ---------- --- ---------------- -------------- --------------- --------------- --------------- ---------------

00050          CST100000020    BAKER & DANIELS          INDIANAPOLIS      IN

12345676    0 10/03/2007 INV          AOS          USD       390.00                                         390.00
12345677    0 10/03/2007 INV          AOS          USD       260.00                                         260.00
                                                             --------------                                 ---------------

            Total   BAKER & DANIELS                          650.00                                         650.00
```

ARSC15

Exercise 6:
Accounts Receivable – SOIAR020 Query

Start Exercise

Step 1.

Navigate to the following menu path:

Reporting Tools >> Query >> Query Viewer

Expected Results: **Query Viewer** page displays.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name   begins with

Search   Advanced Search

ARSC16

Step 2.

Enter the following information:

Query Name: **SOIAR020**

Click   Add .

Expected Results: **Search Results** page displays.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name   begins with   SOIAR020

Search   Advanced Search

Search Results

*Folder View: -- All Folders --

Query				Customize | Find | View All |	First 1 of 1 Last		
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Schedule**	**Add to Favorites**
SOIAR020	Customer Item Inquiry	Public		HTML	Excel	Schedule	Favorite

ARSC17

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Step 3.

Click Excel to run query to **Microsoft Excel**.

Expected Results: Another window opens and query parameter page displays.

	Unit	Customer ID	Item ID	Status	Line	Entry Type	Reason	Acctg Date	Due Date	Orig Item Amt	Dispute	Dispute Amount	Item Balance	Bal Crncy	Terms

Business Unit: [   ]

Customer ID: [   ]

Item Status: [▼]

View Results

ARSC18

Step 4.

Enter or Select the following information:

Business Unit:	**00050**
Customer ID:	**CST100000020 (6 zeros)**
Item Status:	**Open**

Expected Results: Correct data entry.

Business Unit: 00050

Customer ID: CST100000020

Item Status: Open ▼

View Results

ARSC19

Step 5.

Click **View Results**

Expected Results: Query displays results.

	A	B	C	D	E	F	G	H	I	
1	Custom	2								
2	Unit	Customer ID	Item ID	Status	Line	Entry Type	Reason	Acctg Date		Due Date	Orig Item Amt
3	00050	CST100000020	12345676	O	0	INV			10/3/2007	10/3/2007	
4	00050	CST100000020	12345677	O	0	INV			10/3/2007	10/3/2007	

ARSC20

Exercise complete.

Exercise 7: SOIAR009 Query

Navigation

Reporting Tools >> Query >> Query Viewer

Query Parameters

Business Unit: **00495**
Customer Status: **Active**

Additional Instructions:

Click   [View Results]   to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.

	A	B	C	D	E
1	Customers by Busine	Query Result Set too Large.Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.			
2	Customer ID	Customer Name	Address 1	Address 2	Address 3
3	CST100026211	100 NORTH PROPERTIES LLC	21 EAST LINCOLNWAY	SUITE C	
4	CST100028030	10TH & SPRING LLC	1630 FABRICON BOULEVARD		
5	CST100028030	10TH & SPRING LLC	1630 FABRICON BOULEVARD		
6	CST100019481	110 EAST WASHINGTON STREET LLC	433 WEST CARMEL DRIVE		
7	CST100025505	116TH STREET CENTRE II LLC	9011 NORTH MERIDIAN STREET	SUITE 202	
8	CST100013386	12 EAST BUSINESS CENTER LLC	2 CADENCE PARK PLAZA		
9	CST100013386	12 EAST BUSINESS CENTER LLC	2 CADENCE PARK PLAZA		
10	CST100003070	13 CENTER-SYRACUSE	29 EMS T34 D 1 LN		
11	CST100003070	13 CENTER-SYRACUSE	29 EMS T34 D 1 LN		
12	CST100026016	1402 ASSOCIATES LLC	902 NORTH CAPITOL AVENUE		
13	CST100026016	1402 ASSOCIATES LLC	902 NORTH CAPITOL AVENUE		
14	CST100026308	146TH STREET DEVELOPMENT LLP	3755 EAST 82ND STREET	SUITE 270	
15	CST100003071	1ST BAPTIST CHURCH OF DEMOTTE	PO BOX 523		
16	CST100003071	1ST BAPTIST CHURCH OF DEMOTTE	PO BOX 523		
17	CST100012298	1ST FINANCIAL GROUP LLC	PO BOX 302		
18	CST100003072	20TH CENTURY RESTAURANT	PO BOX 375		
19	CST100003072	20TH CENTURY RESTAURANT	PO BOX 375		
20	CST100003073	20TH CENTURY TRUCK STOP	72025 STATE ROAD 15	PO BOX 363	
21	CST100003073	20TH CENTURY TRUCK STOP	72025 STATE ROAD 15	PO BOX 363	
22	CST100021169	212 COFFEE SHOPPE	4938 WEST US HIGHWAY 20		
23	CST100021169	212 COFFEE SHOPPE	4938 WEST US HIGHWAY 20		
24	CST100023181	21ST CENTURY DEVELOPERS INC	3027 WOLFE LAKE BOULEVARD		
25	CST100023742	267 ASSOCIATES LLC	6100 WEST 96TH STREET	SUITE 250	
26	CST100023178	2DOWN SOLUTIONS LLC	16851 SOUTHPARK DRIVE	SUITE 100	
27	CST100023178	2DOWN SOLUTIONS LLC	16851 SOUTHPARK DRIVE	SUITE 100	
28	CST100019692	36 OFFICE PARK LLC	117 COMMERCE DRIVE		
29	CST100024740	3600 S 41 LLC	901 WABASH AVENUE	SUITE 300	
30	CST100019433	370 INDIAN BOUNDARY LLC	831 WASHINGTON STREET		

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